

APPLICATION FOR PERMIT
TO SELL SEALED TICKETS
(ORGANIZATION)
CGS-4 REV. 07/03

STATE OF CONNECTICUT
DIVISION OF SPECIAL REVENUE
Charitable Games
555 Russell Road
Newington, CT 06111-1523



INSTRUCTIONS:

1. Print or type and, if necessary, use additional sheets. Have application notarized.
2. The completed form must be mailed to **P.O. Box 310424, Newington, CT 06131-0424.**

TO: DIVISION OF SPECIAL REVENUE		PERMIT NUMBER <i>(To be assigned by Special Revenue)</i>	
NAME OF ORGANIZATION		IDENTIFICATION NUMBER	
ADDRESS OF ORGANIZATION <i>(No. and Street)</i>	<i>(City or Town)</i>	<i>(State)</i> <i>(Zip Code)</i>	DATE ORGANIZED
MAILING ADDRESS <i>(No. and Street)</i>	<i>(City or Town)</i>	<i>(State)</i> <i>(Zip Code)</i>	TELEPHONE NUMBER ()

APPLICANT'S PRIMARY ACTIVITY (Check only ONE)

- | | | | |
|--|---|---------------------------------------|--|
| 1. <input type="checkbox"/> Volunteer Fire Dept. | 3. <input type="checkbox"/> Educational | 5. <input type="checkbox"/> Veterans | 7. <input type="checkbox"/> Charitable |
| 2. <input type="checkbox"/> Civic | 4. <input type="checkbox"/> Fraternal | 6. <input type="checkbox"/> Religious | 8. <input type="checkbox"/> Grange |

OFFICERS OF THE ORGANIZATION

NAME <i>(Last, First, Middle)</i>	TITLE	NAME <i>(Last, First, Middle)</i>	TITLE
1.		3.	
2.		4.	

ORGANIZATION MEMBERS WHO ARE HOLDERS OF INDIVIDUAL SALES PERMIT NUMBERS

(Designate, With An Asterisk, The Name Of One Individual As Member-In-Charge)

NAME <i>(Last, First, Middle)</i>	I.S.P.	NAME <i>(Last, First, Middle)</i>	I.S.P.
1.		5.	
2.		6.	
3.		7.	
4.		8.	

MEMBER IN CHARGE: Is the Member in Charge a bonafide, active member of the organization and a member in good standing for at least six months?

☐ YES ☐ NO

Check Type of Sealed Ticket Permit Applied for:

☐ **In conjunction with a Class A Bingo Permit** (Fee: \$50.00) DAY OF WEEK: _____ TIME: _____ TO: _____

☐ **In conjunction with a CLASS B Bingo Permit**
(Max. of ten successive days) (Fee: \$5.00 per day) DATE: _____ TO: _____ TIME: _____ TO: _____

☐ **With a Chapter 545 Club Permit or Nonprofit Club Permit** (Fee: \$75.00) Liquor License No. _____

☐ **Special Events Permit** (Fee: \$50.00)

☐ **In conjunction with a Bazaar Permit**
(Max. of ten successive days) (Fee: \$5.00 per day) DATE: _____ TO: _____ TIME: _____ TO: _____

ADDRESS WHERE SEALED TICKETS WILL BE SOLD <i>(No. and Street)</i>	<i>(City or Town)</i>	<i>(State)</i> <i>(Zip Code)</i>	MAXIMUM SEATING CAPACITY ACCORDING TO LAW:
WHO OWNS THESE PREMISES? <i>(Name)</i>	<i>(No. and Street)</i>	<i>(City or Town)</i> <i>(State)</i> <i>(Zip Code)</i>	RENTING/LEASING? <input type="checkbox"/> YES <input type="checkbox"/> NO

I, the undersigned ranking officer of subject organization, do hereby state that all Sealed Tickets sold by subject organization under this permit will be conducted in compliance with the Connecticut General Statutes and with all Administrative Regulations concerning Sealed Tickets.

SIGNED *(Ranking Officer)*

DATE *(Mo., Day, Yr.)*

Personally appeared the signer of the foregoing statement and made oath before me to the truth of matters contained therein.

SIGNED *(Notary Public)*

DATE *(Mo., Day, Yr.)*

MY COMMISSION EXPIRES:

Application for Sealed Ticket Permit is approved

SIGNED *(Executive Director of the Division of Special Revenue)*

DATE *(Mo., Day, Yr.)*

DISTRIBUTION: WHITE - Charitable Games CANARY - Liaison Officer PINK - Organization

INSTRUCTIONS FOR COMPLETION OF AN APPLICATION FOR PERMIT TO SELL SEALED TICKETS - ORGANIZATION

1. Do **NOT** fill-in a permit number. The Division assigns a new permit number to each organization annually.
2. Print or type the name of the sponsoring organization, the complete organization address (**number, street, town, state, zip code**), and a complete mailing address. If renewing a permit, please use **exactly the same organization name** given on the previous application.
3. List the seven (7) digit organization Identification Number previously assigned by the Division.
4. Provide the complete date (month, day, year) the organization was organized.
5. Print the telephone number of the sponsoring organization.
6. Check the box that best describes your organization's primary activity. **Please mark only one box.**
7. List the complete name (last, first, middle) and the title of each officer of the sponsoring organization. An additional sheet may be attached, if necessary.
8. List the complete name (last, first, middle) and Individual Sales Permit Number of **all members** of the sponsoring organization assigned to assist in the sale of sealed tickets. Additional sheets may be attached, if necessary. **Please Note: Members who desire to apply for and receive an Individual Sales Permit Number should submit an individual application along with this application form, and should also be listed under the section titled Holders of Individual Sales Permit Numbers. A notation must be made beside their name that an Application for Permit to Sell Sealed Tickets – Individual (CGS-2) form is also attached and submitted for approval.**
9. Designate only **ONE** individual as Member In Charge of the sale of sealed tickets. **In order to designate the Member In Charge, an asterisk (*) must be placed beside the name of one of the individuals listed in the section titled Holders of Individual Sales Permit Numbers.** Please take note that the designated Member In Charge must have previously applied for and received an Individual Sales Permit Number for the organization that he/she will be the Member In Charge of, or an Application for Permit to Sell Sealed Tickets – Individual (CGS-2) form and a Notice and Statement of Applicant (CGB/S-2A) form must be submitted for this individual along with this application form.
10. Answer the question in regard to the Member In Charge by indicating whether or not the Member In Charge is a bona-fide, active member of the organization and has been a member in good standing for at least six months.

Instructions for Completion of an Application for Permit to Sell Sealed Tickets – Org.

11. Check the type of permit for which your organization is applying.
 - a) In conjunction with a 'Class A' bingo permit – tickets may be sold one day per week during the hours of the bingo sessions for the current operating year (10-01-03 through 09-30-04).
 - b) In conjunction with a Chapter 545 Club permit or Nonprofit Club permit – tickets may be sold during the hours of operation of the club for the current operating year (10-01-03 through 09-30-04).
 - c) In conjunction with a 'Class B' bingo permit – tickets may be sold up to ten successive days during the hours of the bingo sessions.
 - d) A Special Events permit – tickets may be sold at any social function or event of the sponsoring organization.
 - e) In conjunction with a bazaar permit – tickets may be sold during the hours of operation of the bazaar.

If applying for a sealed ticket permit in conjunction with a 'Class A' bingo permit, the day of the week the tickets will be sold must be provided along with the commencing time and the terminating time (including a.m. or p.m.) of the ticket sales. If applying for a sealed ticket permit in conjunction with a Chapter 545 Club permit or Nonprofit Club permit, the liquor license number must be printed in the space provided on the form. If applying for a sealed ticket permit in conjunction with a 'Class B' bingo permit or a bazaar permit, the commencing date and the terminating date (month, day, year) the tickets will be sold must be provided along with the commencing time and the terminating time (including a.m. or p.m.) for each day the tickets are to be sold.

12. Print the complete address (**number, street, town, state, zip code**) of the location where sealed tickets will be sold, and indicate who owns the premises by providing the complete name and address (**name, number, street, town, state, zip code**).
13. Print the maximum seating capacity according to law, and answer the question in regard to renting or leasing the premises where sealed tickets are to be sold.
14. Have the application signed and dated by one of the ranking officers of the organization. **Please take note that only individuals listed on the application in the section titled Officers Of The Organization qualify as ranking officers.**
15. The application form must be signed and dated by an authorized Notary Public. Please be sure that the notary seal and/or the date the Notary Public's commission expires are used on this document. Applications will not be accepted without this important information.
16. **Attach a check, made payable to the Division of Special Revenue, for the appropriate permit fee. Please take note that checks must be drawn from the sponsoring organization's "Special Sealed Ticket Bank Account" when applying for a "sealed ticket permit in conjunction with a 'Class A' bingo permit", a "sealed ticket permit with a Chapter 545 Club permit or Nonprofit Club permit", or a "Special Event sealed ticket permit".**

Instructions for Completion of an Application for Permit to Sell Sealed Tickets – Org.

- a) In conjunction with a ‘Class A’ bingo permit – **fee \$50.00**
- b) In conjunction with a ‘Class B’ bingo permit – **fee \$5.00 per day**
- c) With a Chapter 545 Club permit or Nonprofit Club permit – **fee \$75.00**
- d) Special Events permit – **fee \$50.00**
- e) In conjunction with a bazaar permit – **fee \$5.00 per day**

INSTRUCTIONS FOR COMPLETION OF THE SEALED TICKET APPLICATION SUPPLEMENTAL FORM

1. Print the seven (7) digit organization Identification Number previously assigned by the Division.
2. Clearly print the complete name (first, middle, last) of the designated Member In Charge, and provide a home and work telephone number where we may reach this individual, if necessary.
3. The designated Member In Charge must sign his/her name and date the form in the space provided in order to signify that he/she has read the Sealed Ticket law and the administrative regulations governing Sealed Tickets, and understands he/she will be responsible for the sale of Sealed Tickets in accordance with the terms of the permit and the provisions of the Sealed Ticket law and administrative regulations.
4. Provide the time (including am or pm) the doors open to the public.
5. Provide the time (including am or pm) the sale of sealed tickets begins.
6. Provide the complete checking account number of the sponsoring organization's "Special Sealed Ticket Bank Account", when applying for a sealed ticket permit in conjunction with a 'Class A' or 'Class C' bingo permit, with a Chapter 545 Club or Nonprofit Club permit, or for a Special Events sealed ticket permit.
7. In the space provided, staple a **voided** (not cancelled) check from the sponsoring organization's "**Special Sealed Ticket Bank Account**", when applying for a sealed ticket permit in conjunction with a 'Class A' or 'Class C' bingo permit, with a Chapter 545 Club or Nonprofit Club permit, or for a Special Events sealed ticket permit.

If you have any questions pertaining to the completion of the Application for Permit to Sell Sealed Tickets – Organization, or Sealed Ticket Application Supplemental Form, please do not hesitate to contact us at 1-800-338-6331 or (860) 594-5480.